

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

12027-PROC

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division		POSITION NUMBER (Agency - Unit - Class - Serial) - - -	
UNIT NAME AND CITY LOCATED Procurement Operations – West Sacramento		CLASS TITLE Staff Services Manager I (Supervisory)	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		SPECIFIC LOCATION ASSIGNED TO 707 3 rd Street, West Sacramento, CA 95605	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-507-4800-003	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Staff Services Manager II, the Staff Services Manager I is responsible for the management of the Human Resources and Policy & Research units within Procurement Operations.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
	<p>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>All work to be accomplished in accordance with guidelines of the Department of General Services (DGS) Budget Office and Fiscal Services (OFS), Procurement Division (PD) strategic plans, the State Administrative Manual (SAM), laws, rules, regulations, and/or guidelines of the California Department of Human Resources and State Personnel Board (SPB), Federal and State laws (i.e., Americans with Disabilities Act, Family Medical Leave Act, etc.) Bargaining Unit Agreements, the Public Employees Retirement System, Cal-OSHA, Department of Finance (DOF), State Controller's Office (SCO), Legislative Analyst's Office, Governor's Office and the Legislature and utilizing a personal computer, related software applications, and various office and communication equipment.</p> <p>The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.</p> <p>ESSENTIAL FUNCTIONS</p>		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

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35%	<p><u>Policy & Research</u></p> <p>In order to meet PD's strategic goals for delivering innovative procurement solutions that enable its customers to serve the people of California, the incumbent will:</p> <ul style="list-style-type: none"> • Prepare and provide or assign timely and targeted research projects that identify barriers to effective government and suggest policy solutions that will substantively improve the way the PD operates. • Report to the SSM II and meet with PD Executive staff, acting as liaison between the Department's Office of Strategic Planning and Policy Research (OSPPR) and is responsible for planning, organizing and directing PD scorecards, performance metrics, and operational policies. • Collaborate with Deputy Director to propose and gain approval for research that meets the strategic goals of the Procurement Division. • Work with the Research Program Specialist I to scope out specific research projects. • Oversee a Research Program Specialist I and a Research Analyst and assign projects, establish priorities, review work, and approve final deliverables prior to submission to Deputy Director. • Design, propose, and gain approval for new or changed PD operational policies by analyzing and reviewing research outcomes. • Plan, direct, and organize PD performance measurement scorecards by supervising Associate Governmental Program Analyst tasked with managing operational scorecards. • Collaborate with and make recommendations to PD Executive Leadership on vision for and changes to scorecard program including public transparency to performance and tracking of requests for service.
35%	<p><u>Program Personnel Function</u></p> <p>In order to meet the Human Resources (HR) needs for the division, the incumbent will:</p> <ul style="list-style-type: none"> • Oversee all HR processes including but not limited to Requests for Personnel Action (RPA); benefits; time and attendance; Safety, Return to Work, Reasonable Accommodation, Americans with Disability Act, Adverse Actions; Equal Opportunity Employment. • Review the work of subordinates to ensure accuracy and timeliness and provides training where improvement is needed. • Research the most complex personnel issues and provide appropriate recommendations to management and staff. • Prepare the yearly Examination Plan by evaluating the needs for the division utilizing input from the PD executive management and leadership teams to ensure that examinations are in line with future hiring needs. • Direct staff to develop management reports and special projects in response to budget, vacancy or layoff drills; responds to requests for staffing reports and other management requests using ABMS, State Controller's Office (SCO) listings, Schedule 8 reports, and other resource material as needed. • Make recommendations to managers and/or employees on complex and sensitive personnel issues including classification and pay or complex benefit and leave issues, by researching bargaining and contract provisions, laws, rules, policies and procedures and by meeting with DGS, OHR and Labor Relations to determine legal interpretation and application.
20%	<p><u>Recruitment & Outreach Function</u></p> <p>In order to meet the PD's recruitment and outreach needs and to provide consultation services to management on recruits and hires, using best practices and procedures, the incumbent will:</p> <ul style="list-style-type: none"> • Oversee recruitment program and recruitment plans to address complex staffing needs, including hard-to-fill and executive level recruitments.

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10%	<ul style="list-style-type: none"> • Monitor the division's recruitment trends in order to identify recruitment challenges and offer solutions to hiring supervisors and managers. • Direct staff in ways to develop partnerships with local colleges and universities, as well as attend and participate in career fairs at local colleges, universities, and other professional organizations. • Direct staff to develop innovative and creative ways to make the department an appealing and desirable organization to work for, especially for future and recent college graduates. Collaborate with the division's Graphic Designer in developing marketing tools. • Oversee and ensure that the unit has sufficient funding for advertisements and outreach events. • Direct staff to give presentations at colleges and to attend student group meetings in order to increase college awareness of the department and the division. • Oversee and administer interview and recruitment processes. <p><u>Administrative and Supervisory Functions – Procurement Division</u></p> <p><u>Employee Performance & Staffing Level Tasks</u></p> <p>In order to effectively manage, coach, and direct subordinate staff in accordance with DGS constructive intervention process, Office of Legal Services direction, Equal Employment Opportunity and MOU provisions, and established personnel policies, rules, and regulations:</p> <ul style="list-style-type: none"> • Identifies performance expectations utilizing the Essential Functions Duty Statement, probationary reports and/or Individual Development Plans (IDP), and conveys expectations to the employee via written and verbal communication/direction. • Monitors performance through various production documents, supervisor's reports, personal observations, and by following-up with employee to ensure that performance expectations are being met. • Provides feedback to employees on performance noting exceptional performance as well as areas of needed improvement through regular discussions. • Sustains employee performance using the departmental constructive intervention and progressive discipline principles and processes. • Follows the PD Request for Personnel Action (RPA) process for recruitment to fill vacant or new positions. • Reviews the Essential Functions Duty Statement and organizational chart provided by the PD Personnel Liaison (PL) for accuracy on the specific position being recruited and revises the duty statement as necessary. • Conducts hiring interviews after verifying eligibility with the Office of Human Resources' (OHR) staff. • Grants or denies subordinate staff requests for time off or requests to work overtime. • Ensures subordinate staff has sufficient leave credits available for the requested leave. • Notifies the PD Attendance Clerk in writing to enter absent subordinate's time in PAL system, i.e., time charged to projects, leave usage, approved leave without pay (dock), Absence without Leave (AWOL), etc. • Approves or disapproves PAL entries for subordinate staff. <p><u>KNOWLEDGE, SKILLS AND ABILITIES</u></p> <p>Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity Program (EEO) objectives; and a manager's role in the EEO Program and the processes available to meet</p>

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	<p>EEO objectives.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's EEO Program objectives.</p> <p><u>DESIRABLE QUALIFICATIONS</u></p> <ul style="list-style-type: none"> • Knowledge of Public Contract Code, Government Code, State Administrative Manual • Familiarity with state hiring practices • Knowledgeable of the state budgetary process at department level. Ability to either write or have input on Feasibility Study Reports (FSR) and Budget Change Proposals (BCP), and all other reporting needs for state administrative or legislative processes. • Knowledge of the tools and techniques associated with statewide contracting • Proficiency with a personal computer and appropriate software programs and the Internet. • Ability to write comprehensively, communicate with all levels of management, peers, attorneys, and external customers • Familiarity and sensitivity to the priorities, missions and goals of the Administration, Department and the Division. • Evaluate and develop alternatives to resolve complex fiscal/financial problems with the highest level of interpersonal and negotiating skills. • Motivate and influence others toward effective individual or team work performance. • Organize and structure work for effective performance and goal attainment and the ability to set and balance priorities. <p><u>SPECIAL PERSONAL CHARACTERISTICS</u></p> <ul style="list-style-type: none"> • Dependable; responsible; positive attitude • Ability to lead and participate in teams • Ability to provide objective overview of situations • Willingness to accept challenges, handle multiple projects simultaneously • Ability to effectively handle stress and deadlines • Demonstrate an ability to act independently, open-mindedness, flexibility, and tact. • Use diplomacy and be resourceful. <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</u></p> <ul style="list-style-type: none"> • Professional office environment, appropriate business attire required • Daily use of phone, cell phone, fax, copiers, and general office and communication equipment • Frequent use of a personal computer and or laptop, related software applications and the Internet at a workstation • Sitting in a seated position for extended periods of time • Occasional off-site meetings within Sacramento and occasional out-of-town meetings that may require the use of various transportation modes, i.e. airplane, taxi, car, etc. • Use of hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, files, reference manuals, solicitation documents, etc. • Conduct formal presentations with good communication skills.

